

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

May 9, 1974

MEMORANDUM - 1974-15

TO: Heads of Departments and Agencies
Attention: Payroll or Personnel Officers

FROM: KeNam Kim, State Comptroller


SUBJECT: Social Security Numbers Required on U.S. Savings Bonds

This memorandum is a request for additional assistance in obtaining, from your employees, the social security numbers of bondowners. A previous request was made in our Memorandum 1973-11, dated October 24, 1973. This second request is for the remaining bondowners who have not yet reported their social security numbers, the majority of whom were in the process of applying for numbers at the time Memorandum 1973-11 was issued.

Using the attached listing, please follow-up with your employees, enter the social security number to the right of the bondowner's name, and return the listing to Central Payroll, DAGS, by May 24, 1974. The listing is presented in the following order: Employee's name; Bondowner's name and address; Name of co-owner or beneficiary. In some cases, names on the listing have been lined-out in red because the social security numbers for these individuals have already been received since the listing was prepared. If the employee states that the bondowner has applied for a social security number and is still awaiting a reply from the Social Security Administration, please so indicate to the right of the bondowner's name.

As this is our final effort toward entering social security numbers into the computer records on a "mass" basis, please inform your employees that social security numbers received after the above deadline of May 24 must be reported to Central Payroll by filling out a new application card in its entirety.

Your cooperation in this matter will be appreciated. If there are any questions, please call Central Payroll at 548-3094.



KENAM KIM
Comptroller